p 3 C

G. R. S. IX-5]

Previous references.

File No. 627-16

Serial Nos. 1 & 13

1916-17
(Gen. Secr.)

Later references.

EA. § 379. pt 1.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1 to 13

Part B for February 1918

SUBJECT.

Compilation of the general Administration Report for 1916-17.

---

4 C/13 No. 11. Heads of Depts.
" Dep: Comrs: of Divns:
" Secretaries to Govt:
C.No. G. 11631-80 D/22-2-1918.
Instructions in regard to the preparation of Periodical Reports & Returns.
(Copy I contains Genl: Admn: Report work Calendar.)

W D 68—GPB—50,000—24-7-16

GENERAL AND REVENUE SECRETARIAT.

(Gen.)

NOTES.

Gen. File No. 6-1-16

FILE HEADING.

relating to the general Administration Report 1915-16

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

P.T.O.

NOTES.—First Sheet.

GPE 35,000 15-6-12

2

P. M. File - No. 627-16.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

2/ A circular to the heads of depts re. the punctual submission of the annual reports has to be issued before the end of this month. For reference vide Flag U.
A draft is submitted for approval.

PSN
25.6.'17

3 Please at once

To

N.B. Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W D. 81—GPD.- 60,000 23-7 16

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

Gr. File No. 627 of 1916-17

Serial No.

To The Heads of Depts

No. G/7146-85 d 25-6-17.

Draws attention to the Standing orders re the instructions in the matter of timely submission of the annual reports and requests that the reports and Statistical returns due from the respective depts may be submitted in triplicate before the due date.

From the Palace Comptroller

No 3 d 6.7.17.

With reference to sl 1 above, states that no report summary due from his office from the Officer in ch. of Ethnographic Survey in Mysore. No 6 d 9.7.17 makes a brief Statement re the work done by the Office of Ethnographic Survey in Mysore during 1916-17:

4 Sls 2 & 3 are submitted for perusal.

As regards sl 2, it is true that no report is generally received from the Palace Comptroller for the purpose of the Report for 1916-17.

6. As regards sl 3, a small section will be prepared & Subd separately for appl

9.8.17

DIO.

NOTE—Contn. sheet.

[T. R. S. 12]

General and Revenue Secretariat.

G/m. File No. 627 of 1916-17

Serial No.

7 A Statement in form appendix I of the General Admn. Report for 1916-17 has been prepared on the basis of information available in this Office as well as in the Chief Court and the dates therein verified with those given in the Civil List

8. As usual, the Statement has to be sent to the Comptroller for verification & return

Submitted with a draft for approval

(C 8.8.17)

3. To. The Comptroller, [illegible]

forwards for verification & return a Statement showing [illegible] persons in the State during 1916-17

From the Shame list, we 296 & 20 [illegible]

[illegible] 3

Submitted for perusal. The Appendix I will be sent to the Press along with other Appendices in Course of time.

(C 23.8.17)

To. The Resdy. [illegible] 15, 4 & 13 [illegible]

[illegible]

NOTE—Contn. sheet

G.S.D. 2000. 17-12-15

G. R. S. 12j

General and Revenue Secretariat.

File No. of 191 .

Serial No. 7

Dept. from the Officer in charge of the Post and Telegraph Office to G.G.P.O.

re the annual information required for the Section on "Post and Telegraph Office" during 1916-17 will have to be obtained through the Residency. A draft is accordingly put up & submitted

(P 10.8.17)

to Hon'ble F. & C.

to Govt 16 & 13.8.17

Requests that information re the post & Telegraph offices in the Imperial Secretariat for the year 1916-17 may be obtained for incorporation in the Annual Report of the State for 1916-17.

5. From the Comptroller

to 276 d 20.8.17

Returns duly receipted the statement sent with P 3 above.

13 Submitted for perusal. The statement which forms the Appendix to the Annual Report will be sent to the press along with other appendices in course of time.

(P 23.8.17)

16. Sir VI desires that a copy of circular (P 1 above) re the submission of the annual debit returns by the heads of depts before due date, may be sent to the

NOTE—Contn. sheet

G.P.O. 70,000—17.12.15.

Serial No.

to the Registrar of Universities also as he has been instructed to submit annual reports on Universities independently of the reports on Public Institutions. When the Circular was issued to the heads of Depts dated 25-6-17 a copy of it could be sent to the Registrar of Universities as he was not included in the list of "Heads of Depts".

15 As there are a few spare copies available, a copy may be sent to the Registrar of Universities.

(28.8.17)

16 A few sections of the A.R. are ready in type Copies of them may be sent to the press with an unused docket, for being set up in type.

17 A Dft is therefore put up for approval

(10.9.17)

IS. Approved

[illegible]

[illegible]

[illegible]

Serial No.

1) Information re to Post and Telegraph Offices in Mysore during 1916 17 has not yet been furnished by the Residency as requested in sl 4. As the whole draft of the Admn Report of the State for 1916 17 will have to be submitted to the Dewan for final approval by the 25th inst it will not be possible to include the Section on "Post and Telegraph Offices" as sec 16 in ch IV of the Report as usual unless necessary information is obtained by issue of a reminder to the Residency. Draft herewith is therefore put up for approval or for other orders.

Sd/ 20 [illegible] 7/11/17

(Sd) 7/11/17

2) About one half of the A.R. work is now in the 3rd proof and one fourth in the second and the rest at various stages. But as the usual certificates from the Secys concerned will have to be obtained before the whole draft is submitted to the Dewan for on the 25th inst for final approval it is necessary to issue usual memorandums forwarding the Secty

NOTE—Contn. sheet

General and Revenue Secretariat.

Ele. File No. 627 of 1916.17.

Serial No.

to the Respective Secy & to Govt
2/ Such memos were issued last year
on the 18th December. Yesterday being
Sunday, action in this direction has
been taken today.

V3 Submd for appl

24. All right.

V5 Brought to the notice of the
Officer separately dealt with

NOTE—Contn. sheet

A. R. S. 12j

General and Revenue Secretariat.

Gen. File No. 627 of 1916-17

Serial No.

25) Copies of the Admn Report in Special binding are received.

26) Off'g No Ready for warding the usual no. of Copies is put up & subd (CS 13-12-17)

28) Issue
nw
13/12/17.

From The First Asst. Resident in Mysore
No. 6487 Dt.
Acknowledges receipt of ten Copies of the General Admn Report of the State for the Year 1916-17, sent

29) Submitted for information.
CS.
17/12/17
nw
18/12/17

30) Submitted for information.
(CS 20-12-17)
Issue as above - Instructions
nw 21/12/17

NOTE.—Contn. sheet

J. R. S. 12j

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

AR Section.

30) Please put up a Statt showing when the several Departmental Reports were due in the Secty - and when they were actually received, and a draft memo drawing the attention of Heads of Depts Concd to the delays in the more noticeable cases & requesting that such delays shd be avoided in future.

Hue
17/12/17.

31) A statement showing the due dates and dates of actual receipt of the reports as also a statement showing cases of undue delay in the receipt of the reports are submitted.

A draft memo on Secy lines is also put up for approval.

CB
18/12/17

60,000 20.7.16

32) Please fairdraft as corrected?

Hue
20/12/17

270

NOTE—Contn. sheet

G.G.P. 20.9.17 15-12-15

J. R. S. 12j

General and Revenue Secretariat.

File No. 627 of 1917.

Serial No.

33) Fair draft is herewith submitted

34) Ch. Secy. mw 21/12/17

35) Draft may be approved.

36) Draft ... 10.1.18 ctx 1/1/18 mw 4/1/18.

37) Besides this, agent executive is entitled to the following extra remuneration over the ordinary special & night scheme, seems necessary

38) ... 10.1.18

39) ... ctx 11/1/18

40) ... 11/1/18

41) Submd to the Undersecy mw 11/1/18.

11.1.18

NOTE – Contn. sheet

(I. R. S. 12)

General and Revenue Secretariat.

File No. of 191 .

Serial No.

62) The file may now be sent to Br XIII as ordered by the Chief Secy on the preceding page.
SGR 26/1

63) Submit. A Circular to Dists G.O. No. G 9415-63 Gen 627-16 dt 12/1/18 will also be referred to in the order about the delays in the Submission of Reports & Returns which has been sent to Dists calling for proofs.
64) A proforma may be attached about Reports and Returns on Special Schemes when the proof is received.
MW 28/1/18

45) Yes please 29/1

66) A draft order memo is submitted.
MW 6/2/18

67) This may issue about a month later, as another memo covering much the same ground has been lately issued.
Br V 7/2/18

Submitted with reference to para 67.
SGR 8/2

Note.—Contn. sheet.

GEN & REVENUE SECRETARIAT V

SECRETARIAT V

WD 1238—GPR—60,000—1-12-16—S.

(13

G. R. S. III-2]

General and Revenue Secretariat.

G.M- File No. 627 of 1916.

Serial No. 13.

To.

The Hon'ble the Chief Secretary to Govt. of Bombay Political Department.

No. 11631-80 dated 22-2-18

Issues instructions in regard to the punctual submission of Political Intelligence.

NOTE—Contn. sheet.

G. E. S. VI—G/32]

70

14

SUBJECT.....

.....

.....

Diary No. of letter replied to .....

GENERAL AND REVENUE SECRETARIAT

( )

, the *191*

Date of issue 25-6-1917

Signed by.....

Section G.M.
File No. 627-16
Serial No. 1

No. G. 17146-85

To The Heads of Departments

Sir,

I am directed to invite ~~your particular personal~~ attention to G.O. No G. 6474 73 GR 10-04-15 dt the 4th August 1905 as modified by G.O. No G. 2503-51 GR 11-14-5 dt 5-9-1914 issuing instructions regarding the timely preparation and submission to Govt of the annual departmental reports ~~so as to make it possible to~~ issue for being embodied in

over.

the state Administration
Report for ~~the~~ each year, which has to be issued by
the middle of December following,
and to request that the report
and statistical statements,
if any, due from you for the
year 1916-17 may be submitted in triplicate before
~~duly on~~ the prescribed date,
special care being taken
to see that the report and
returns sent are correct,
complete and leave no room
for additional information
being called for on any
point.

List of enclosures.

I have &c
W. 25/6/17
for Secretary to Govt
Revenue Dept.

Copied by

Examined by

W D86—GPB—00000—15-11-16

G.R.S. 31

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. G.17146-85 / G.M.627-16-1

Bangalore, Dated 25th June 191 7

From

D. M. NARASINGA RAO, Esq., B.A., B.L.,

Secretary to the Government of His Highness the Maharaja of Mysore,

General Department.

To

The Heads of Departments.

SIR,

I am directed to invite your attention to G.O.No.G.684-73/G.R.10-04-15 dated the 4th August 1905 as modified by G.O.No. G. 2503-51/G.R. 11-14-5 dated 5th September 1914 issuing instructions regarding the timely preparation and submission to Government of the annual departmental reports for being embodied in the State Adminstration Report for each year which has to be issued by the middle of December following, and to request that the report and statistical statements, if any, due from you for the year 1916-17 may be submitted in triplicate before the prescribed date, special care being taken to see that the report and returns sent are correct, complete and leave no room for additional information being called for on any point.

I have the honour to be,
Sir,
Your most obedient servant.

For Secretary to Government,
General Department.

G.R.S.M 500-5.6.17

D 214
Ju 627-16 & 2

No. 3 of 1917-18. Palace Controller's Office,

Jaganmohan Palace, Mysore,

6th J u l y 1917.

From

Rajakaryaprasakta,

B.Ramakrishna Row, Esq.,

Palace Controller, Mysore.

To

D. M. Narasinga Rao, Esq., Esq., B.A.,B.L.,

Secretary to the Govt. of Mysore,

General Department, Bangalore.

Sir,

Adverting to your No.G.17146-85/G.M.627-16-1, dated 25th June 1917, regarding ~~the~~ the timely prepartion and submission of Annual Departmental Reports, I have the honor to state that none seems due from this Office.

I have the honor to be,

S i r,

Your most obedient servant,

Palace Controller.

VGB.

269

18

627-16.

(a)

Office of the Mahogrp ic Survey in Mysore.

Dated Bangalore,9th July 1917.

No 6
Fr. 2 apls

From

The Officer in charge of Mahographic Survey in Mysore,

To

The Secretary to the Government of His Highness

the Maharaja of Mysore,General Secretariat,

BANGALORE.

Sir,

With reference to your No.P.W.Misc.-62/2...-16-1 dated the 2... June 1917,I have the honour to submit herewith minor curves - ... case between Hoskote and Kolar and preliminary drafts ... filed thereof - during the year 1916-17. The printing of the drafts already prepared has been delayed owing to the pressure of work in the Government Pre... A reference has been made to Government on this subject for sanctioning the same.

I have the honour to be,

Sir,

Your most obedient servant,

H. Macpherson

Officer in charge of Mahographic Survey.

Appendix I.

Names of Legal officers in the Bangalore State showing changes in the personnel during the year 1916-17.

Name of officer	Appointment	Period From	Period To	Remarks
1. Sir M. Visvesvaraya, B.A., C.I.E., M. Inst. C.E. F.C.P.E.	Dewan	10th November 1912.		
2. Sir Sri Narasimha Raja Wadiyar, K.C.I.E.	Extraordinary Member of Council	28th January 1914		
3. Rajasevaprasakta Mr. M. Kantaraj Urs, B.A., C.S.I.	First member of Council	1st April 1916.		
4. Mr. Albion Rajkumar Banerji, M.A., I.C.S., C.I.E.	Second member of Council	21st March 1916		Officiated as First member of Council from 1st April to 14th September 1916.
5. Sir Leslie Creery Miller, Kt.	Chief Judge Chief Court	20th July 1914		
6. Mr K. S. Chandrasekhara Aiyar, B.A., B.L.	Judge, Chief Court	5th December 1909		Officiated as Second member of Council from 1st April to 14th Sept 1916
7. Mr T. Paramasiva Iyer, B.A.,	Judge Chief Court	1st July 1914		
8. Mr Mir. Humaya Hussain, B.A., B.L.	Addl. Do	5th June 1916	14th September 1916.	

* Was on privilege leave combined with leave on private affairs till the 14th September 1916.

† Was on privilege leave from the 4th June to 3rd July 1917.

1918

20

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to .. ..

GENERAL AND REVENUE SECRETARIAT

( )

, *the* *191* .

Date of issue.....

Signed by.....

Section Jm

File No. 6276

Serial No. 3(Xa)

No. 6 [illegible]

To

The Comptroller & Govt

Bangalore.

Has the honour to forward for verification and early return a statement showing the names of high Officers in the Mysore State showing Changes in the personnel during the year 1918-19.

[illegible] 8/5/19

[illegible]

Over.

~~22~~
21

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to .....

GENERAL AND REVENCE SECRETARIAT

( )

, *the* 191 .

Date of issue 23rd September 1916

Signed by.....

Section G/M
File No. 62
Serial No. 9

No. 9 A/ ..16

To

The F.A. Resident
in Mysore
Bangalore

Sir,

I am directed to request that information on the marginally noted points regarding the Post and Telegraph Offices in the Mysore State during the year 1st July 1916 to 30th June 1917 may kindly be obtained from the Post Master General Traffic

over.

I (1) No. of Post Offices in the State excluding C & M Station, Bangalore
(a) Head Offices
(b) Sub Offices
(c) Branch Offices

2. No. of Head and Sub Offices which are combined Post and Telegraph Offices

3. No. of Telegraph Offices not combined with Post Offices

II The same information (1, 2, 3) for C and M Station Bangalore

Madras and furnished to the Govt of His Highness
Resident at an early date for
incorporation in the General
Administration Report of the
Mysore State for the year 1916-17.

I have &c
W J 10/8/17
for Secy to Govt

Govt

CB

List of enclosures.

Ack'd

CL

Copied by

Examined by

W Dis6—GPB—60,000—15-11-16

2B

G.R.S.29A] G.R.S.M—1,000—13.3.17

1474.

191 . Gad 116

From

D M. NARASINGA RAO, Esq., B.A., B.L.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
General Department

To

M.N. Krishna Rao, Esq., B.A.,
Comptroller,
Mysore Government

22 AUG 1917

Memo No: 2965/

Returned herewith, duly Verified.

9/17. Asst Comptroller

MC

Dated . . .

Despatched 1 . . 1917

Received . .

General No.

No.

Enclosure No.

Has the honour to forward for verification and early return a statement showing the names of high officers in the Mysore State showing changes in the personnel during the year 1916-17.

" By order "

Secretary to Government,
General Department.

MK.

24

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to .. ..

GENERAL AND REVENCE SECRETARIAT

( )

, *the* *191* .

Date of issue.....

Signed by.....

Section 8m
File No. 627-16
Serial No. 6

No. [illegible]

To

The Supt. of Govt. Press
Bangalore.

Has the honour to state that ~~the~~ sections of the Govt. Admn. Report of the State for 1916-17 ~~is~~ at present under preparation in this Office ~~and that Sections thereof~~ from time to time will be sent to the press as they are ready.

~~in advance of matter to follow.~~

~~2. The marginally noted sections are here with forwarded to be set in type.~~

~~3.~~ 2. The work connected with the report

over.

x Sections in
1 Birth, death &c
2 Prisons & Sanitation
3 Vaccination
4 Govt Vaccine Institute
5 Hospitals & dispensaries
6 Public Health Institute
7 Prisons
8 Govt Press
9 Govt Stationery
10 Govt Museum
11 Meteorology
12 Land Survey & Settlement
13 Domestic Sericulture
~~14 Hospitals & Dispensaries~~

25

may be ~~this~~ treated as urgent

~~and~~ ~~as~~ Sections and appendices

~~are~~ sent from time to time ~~they~~

~~may~~ became at once ~~be~~ set in type,

and three final clean proofs

thereof ~~together~~ sent to this office

~~A~~

without delay:

2 ~~The number of~~ 650 Copies will have

to be printed ~~will be 650~~

~~100 Copies~~ in special ~~binding~~

and 550 in ordinary binding.

4. The marginally noted sections are herewith forwarded to be set in type.

By order

~~A.C.L.~~

(Initialled) for Earl Secy to Secy 4/9/17

List of enclosures.

Copied by

Examined by

W 1881—GPB—60,000—15-11-16

Please address all future communications to the Comptroller to the Govt. of H. H. the Maharaja of Mysore.
In reply to this Office, please refer to
No. C.P.S. 319

7436

5 OCT 1917

FROM

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Dated, Bangalore, the 4th Octr: 1917

2752.

M. N. KRISHNA RAO, ESQ., B.A.,
Offg. Comptroller to the Government of His Highness the Maharaja of Mysore.

To

C. S. Balasundaram Iyer, Esq., B.A.,
Secretary to the Government of Mysore,
General *Department.*

SIR,

I have the honor to forward herewith the Statement of Expenditure incurred during 1916-1917 in the Electrical Department, for incorporation in the Administration Report of the year.

I have the honor to be,
Sir,
Your most obedient servant,

For Comptroller.

CV/1-10

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to .....

GENERAL AND REVENUE SECRETARIAT)

( )

, the *191* .

Date of issue 4th November 1917

Signed by.....

Section G. A. I.

File No. 627-16

Serial No. —— 8.

No. 9 & C 4-31

To

The F. A. Resident

in Mysore

Bangalore

Sir,

I am directed ~~to the honor~~ to invite reference to my letter No 154 dated the 18th August 1917 and to request that the ~~Superintendent~~ certain information regarding Post and Telegraph Offices in Mysore during 1916-17 may be obtained and furnished at ~~to request you to be so good~~ as a very early date.

Referred to Wireless Mysore

4/11/17

~~as to enable the matter and~~
~~furnish the necessary information~~
~~in the form~~ for incorporation
in the General Annual Report
the State for 1916-17. ~~Should~~ ~~circumstances~~
~~render separate and detailed~~ ~~Reports~~
~~be finally issued by the~~
~~Forestry Department as usual.~~

As it is desired

I have &c.

[illegible]
Chief Secretary

List of enclosures.

Copied by

Examined by

W D86—GPB—60,000—15-11-16

No. 8428

D 1115

FROM

MAJOR E. H. S. JAMES,
FIRST ASSISTANT TO THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of

His Highness the Maharaja of Mysore.

Dated Bangalore, 16th November 1917

SIR,

With reference to your letter No. 154 Pol., dated the 13th August 1917, I am directed to forward a statement showing the number of Post and Telegraph Offices in the Mysore State, received from the Post Master-General, Madras Circle.

I have the honour to be,

Sir,

Your most obedient servant,

First Assistant Resident.

R. O. 2.—R. P. B.—10-1917.—1,000

Description of Post Offices	Number of Post Offices at the end of the year 1916	Number opened during the year 1916-17	Number closed during the year 1916-17	Number at the end of the year 1916-17	Number of Money Order Offices at the end of the year 1916-17	Number opened during the year 1916-17	Number closed during the year 1916-17	Number at the end of the year 1916-17	Number of Savings Bank Offices at the end of the year 1916-17	Number opened during the year 1916-17	Number of Branch Offices at the end of the year 1916-17	Number opened during the year 1916-17	Number closed during the year 1916-17	Number at the end of the year 1916-17	Remarks
1. Post Offices in the Mysore State (excluding the Civil and Military Station, Bangalore)	4	—	—	4	102	—	—	102	2+2	2				2+4	
2) Civil and Post and Telegraph Offices in the Mysore State (excluding the Civil and Military Station, Bangalore).	4	—	—	4	52	1	—	53	—	—		—		—	
3. Post Offices in the Civil and Military Station, Bangalore.	1	—	—	1	11	—	—	11	—	—					
4. Combined post and telegraph offices in the Civil and Military Station, Bangalore	—	—	—	—	5	—	—	5	—	—	—	—	—	—	

Number of telegraph offices not combined with post offices during the period from 1.7.16 to 30.6.17

a) Mysore State (excluding the Civil and Military Station Bangalore) - Nil

b) Civil and Military Station Bangalore - 1

G. R. S. [illegible]I—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

Section Gen

Gen-File No. 627

Serial No. 10

GENERAL AND REVENUE SECRETARIAT,

( )

, the 191

No. 901 537

Ex. Copies

Date of issue.....

To

Signature.....

The F.A. Resident

in Mysore

Bangalore

Sir,

I am directed to forward herewith ten Copies of the Annual Report of the Mysore State for the Official year 1916-17 and to request the favour of an acknowledgment of their receipt.

I have the honour

to be

Sir

Your most obedient

Servant

13/12/17. for Chief Secy.

No. 9498.

FROM

MAJOR E. H. S. JAMES,
FIRST ASSISTANT TO THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore.

Dated Bangalore, 15th December 1917.

SIR,

I am directed to acknowledge, with thanks, the receipt of ten copies of the General Administration Report of the Mysore State for the year 1916-17 forwarded with your letter No. 537 Pol. dated the 13th December 1917.

I have the honour to be,
Sir,
Your most obedient servant,

for First Assistant Resident.

R. O. 2.—R. P. B.—10-1917.—1,000

483

G.R.S. VI-71

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, the *191* .

Date of issue 12 - 1 - 1918

Signed by.....

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette English part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette Kannada part ?

Section Gen

File No. 627-18

Serial No. 12.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read.—

Order ~~Thereon~~:— No. G 9415-6396/2-1-18

In inviting the attention of all heads of departments and Deputy Comm.rs Commissioners

over.

34 X

V Dby. 4

to ~~the~~ G.O. No. G 684-723 GR 10-04-15

dated the 4th August 1905 regarding

the punctual submission of

annual administration reports

with necessary statistical

statements, ~~the~~ Government

~~of H.H. the Maharaja~~ wish

to point out that, as appears seen

from the accompanying state-

ment of the more noticeable cases,

there was undue delay, during

the year, in the receipt at the

General Revenue Secretariat,

of a large number of depart-

mental reports, entailing

considerable inconvenience

~~and forebearance (sic)~~ in the

timely preparation of the

General Administration

Report for the State.

2. Govt. consider

these delays unsatisfactory

and desire once again

List of enclosures.

Copied by

Examined by

35

G.R.S. VI-71|

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

Section

File No.

Serial No.

General and Revenue Secretariat

( )

Proceedings of the Government of

His Highness the Maharaja of Mysore.

, the *191* .

Date of issue.....

Read.—

Signed by.....

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette English part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette Kannada part ?

Order Thereon :— **No.**

to impress on all Heads of Departments and Deputy Commrs of Districts the necessity for

over.

strictly adhering to the date

prescribed by Standing

orders for the submission

of their reports and returns.

By order

Chief Secy. to Govt.

21/12/17.

To

The Heads of Depts

The Bd of Revenue &c

+ telling him to take further
correct particulars & furnished thereafter

LJ
1.1.18

List of enclosures.

Copied by

Examined by

~~Name of~~ Report	Date on which due	Date of which received ~~receipt~~	Remarks.
Military	15.9.1917	18.10.17.	Without the necessary statements.
Registration	1.10.1917	6.11.17	
Statements re Forest Report	1.10.1917	20.10.1917	
Public works Dept.	15.10.1917	12.11.17.	
Electrical	15.10.1917	7.11.17	
Excise	15.10.1917	5.11.17	
Public Health Dept	1.5.1917	7.8.17	
Special Hospitals	1.5.1917	21.9.17	
Plague Administration	1.10.1917	[illegible]	

Name of report	Date due	Date of receipt	Remarks.
Education	15.10.1917	23.11.17	
Amrit Mahal	1.9.1917	28.10.17	
Archeology	1.10.1917	16.10.17	
Public Gardens	15.8.1917	13.11.17	

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 11631-80—G. M. 627-16-13, dated 22nd February 1918.

Periodical Reports and Returns.

Issues instructions in regard to the punctual submission of ——.

WD 1819—GPB—9-3-18—260

No. G. 11631-80—G. M. 627-16-13, DATED 22ND FEBRUARY 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. G. 11631-80—G. M. 627-16-13, dated 22nd February 1918.

Attention is invited to the marginally noted Government Orders in regard to the punctual submission of periodical reports and returns. Extracts of orders referred to are appended. Cases of delay have been noticed frequently and Government trust that Heads of Departments and other Officers concerned will take special disciplinary measures, wherever necessary, to ensure timely submission of periodical reports especially annual reports of administration and reports connected with the working of special schemes. If any unforeseen difficulty or inconvenience is experienced in submitting a report by the prescribed date, the fact should be reported to Government and extension of time applied for. All belated reports should invariably be accompanied by a special explanation of delay in each case.

1. G. O. No. 1223-62 —Mis. 254, dated 26th July 1900.
2. G. O. No. 17380-319—Mis. 4317, dated 25th June 1901.
3. G. O. No. G. 684-723—G. R. 10-15, dated 14th August 1905.
4. G. O. No. G. 6421-68—E. A. 7-14, dated 19th December 1914.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

Exd.—C. R.

No. G. 11631-80 - G. M. 627-16-13, DATED 22ND FEBRUARY 1918.

1. Extract from Government Order No. 1223-62—Mis. 254, dated 26th July 1900.

Much inconvenience having been felt owing to the non-receipt of periodical reports and returns in due time, the Deputy Commissioners of Districts and Heads of Departments are requested to be so good as to submit all such reports and returns within the time prescribed. Delays especially in respect of returns due to the Residency, are undesirable and Government hope that stringent measures will be adopted to prevent the same.

Every communication submitting a report or return after the due date should, it is requested, be accompanied by an explanation of delay.

2. Extract from Government Order No. 17280-319—Mis. 4317, dated 25th June 1901.

Belated reports and returns lose much in value, and Government confidently rely upon Heads of Departments and Deputy Commissioners doing everything in their power to avoid them in future.

3. Extract from Government Order No. 684-723—G. R. 10-05, dated 4th August 1905.

The following simple rules should be observed by all concerned in regard to the preparation of the annual administration reports and returns:—

(1) All the offices having anything to do with the compilation of the annual reports and returns should regard it as a matter of first importance and urgency.

(2) Heads of Departments should insist on the timely submission of the returns and reports by the issue of reminders before the due date, and if need be, by orders for the withholding of pay in the case of default.

(3) The Head of each subordinate office should peruse the returns prepared for submission by him, and in addition to satisfying himself that they are complete and accurate, compare them with those of the previous year and enter explanations in regard to important variations and other noticeable features.

(4) The accounts, explanations, and report of each subordinate office should forthwith, as received, be scrutinised by competent and responsible officials in the higher office, and steps should at once be taken to get omissions and errors rectified.

(5) Responsible officials in the higher offices should keep the requirements of the annual report always in view and make notes of important events, reports and orders as they occur or issue.

(6) The official deputed to draft the report should begin his task at the earliest possible moment.

(7) The officer for whom the report is drafted should take a personal interest in the work and examine the materials collected and the sections drafted from time to time and guide the official with suitable instructions.

(8) The officers who have to submit reports to Government should send the appendices of the State Report as well as the appendices to their own reports to the Secretariat, as soon as they are ready, without waiting for the completion of their reports; and when the reports are ready, they should send two typed or manuscript copies of them to the Secretariat with all possible despatch, leaving it to the Secretariat to get them printed.

4. Extract from the suggestions for improving the efficiency of officers issued with Government Order No. G. 6421-68—E. A. 7-14, dated 19th December 1914.

Every officer who has to submit periodical reports or returns should have a statement kept of every such report or return, with columns showing the date on which it was submitted. This statement should be examined by him personally at least once a month. It is only by this method that an officer can ensure that reports and returns (whether monthly, quarterly, half-yearly or annual) are submitted punctually from his office.

[illegible] 28.1.18

Periodical Reports and Returns.

No. G.11631-80 / Gm.627-16

DATED ~~31st~~ JANUARY 1918. 22nd February 9

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. dated ~~31st January~~ 1918. S.C.

Attention is invited to the marginally noted Government Orders in regard to the punctual submission of periodical reports and returns. Extracts of orders referred to are appended. Cases of delay have been noticed frequently and Government trust that Heads of Departments and other Officers concerned will take special disciplinary measures, wherever necessary, to ensure timely submission of periodical reports. If any unforeseen difficulty or inconvenience is experienced in submitting a report by the prescribed date, the fact should be reported to Government and extension of time applied for. All belated reports should invariably be accompanied by a special explanation of delay in each case.

1. G. O. No. 1223-62—Mis. 254, dated 26th July 1900.
2. G. O. No. 17280-319—Mis. 4317, dated 25th June 1901.
3. G. O. No. G. 684-723—G. R. 10-15, dated 14th August 1905.
4. G. O. No. G. 6421-68—E. A. 7-14, dated 19th December 1914.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government

Exd.—C. R.

especially annual reports of
Offices and reports connected
with the working of Special
Schemes.

2 22nd Feby

No. — DATED ~~31st~~ JANUARY 1918.

Extracts from Government Order No. 1223-62—Mis. 254, dated 26th July 1900.

Much inconvenience having been felt owing to the non-receipt of periodical reports and returns in due time, the Deputy Commissioners of Districts and Heads of Departments are requested to be so good as to submit all such reports and returns within the time prescribed. Delays especially in respect of returns due to the Residency, are undesirable and Government hope that stringent measures will be adopted to prevent the same.

Every communication submitting a report or return after the due date should, it is requested, be accompanied by an explanation of delay.

Extract from Government Order No. 17289-319—Mis. 4317, dated 25th June 1901.

Belated reports and returns lose much in value, and Government confidently rely upon Heads of Departments and Deputy Commissioners doing everything in their power to avoid them in future.

Extract from Government Order No 684-723—G. R 1015, dated 4th August 1905.

The following simple rules should be observed by all concerned in regard to the preparation of the annual administration reports and returns:—

(1) All the offices having anything to do with the compilation of the annual reports and returns should regard it as a matter of first importance and urgency.

(2) Heads of Departments should insist on the timely submission of the returns and reports by the issue of reminders before the due date, and if need be, by orders for the withholding of pay in the case of default

(3) The Head of each subordinate office should peruse the returns prepared for submission by him, and in addition to satisfying himself that they are complete and accurate, compare them with those of the previous year and enter explanations in regard to important variations and other noticeable features.

(4) The accounts, explanations, and report of each subordinate office should forthwith as received, be scrutinised by competent and responsible officials in the higher office, and steps should at once be taken to get omissions and errors rectified.

(5) Responsible officials in the higher offices should keep the requirements of the annual report always in view and make notes of important events, reports and orders as they occur or issue.

(6) The official deputed to draft the report should begin his task at the earliest possible moment.

(7) The officer for whom the report is drafted should take a personal interest in the work and examine the materials collected and the sections drafted from time to time and guide the official with suitable instructions.

(8) The officers who have to submit reports to Government should send the appendices of the State Report as well as the appendices to their own reports to the Secretariat, as soon as they are ready, without waiting for the completion of their reports; and when the reports are ready, they should send two typed or manuscript copies of them to the Secretariat with all possible despatch, leaving it to the Secretariat to get them printed.

Exract from the suggestions for improving the efficiency of officers issued with Government Order No. G. 6421-68—E. A. 7-14, dated 19th December 1914.

Every officer who has to submit periodical reports or returns should have a statement kept of every such report or return, with columns showing the date on which it was submitted. This statement should be examined by him personally at least once a month. It is only by this method that an officer can ensure that reports and returns (whether monthly, quarterly, half-yearly or annual) are submitted punctually from his office.

Please send
two clean
proofs.
By Order
V. Subrahmanya
Sastri

GEN. & REV. SECRE.
V
GENERAL
22 FEB. 1918.